



Administration Protocol

I. Purpose

The purpose of the Plan, Shop, Save & Cook (PSSC) pre/post survey is to collect information about food resource management behaviors and the condition of food security from adult SNAP-Ed participants using a tested survey instrument. Beginning in FFY22, please use the PSSC to evaluate both the PSSC and Making Every Dollar Count (MEDC) curricula in adult education settings when delivering **four or more sessions** of series-based direct food resource management education over **at least four weeks**.

II. Who Should Administer

We recommend that **only UCCE staff** who read the PSSC administration protocol collect pre/post surveys. The State Office will review these procedures annually with UCCE staff input. In some cases, site liaisons or extenders might also help administer the PSSC when they are trained to do so. Please reach out to the State Office (SO) evaluation team if you have this type of scenario.

III. When to Administer

Pre: Administer the pre-survey at the beginning of the first direct education class before any series-based lessons and activities have begun.

Post: Administer the post-survey immediately following your last direct education lesson or within two weeks of completing your series-based lessons and activities.

General guidelines:

- To the extent possible, both pre and post surveys should be administered on the same day, at the same time, in the same way, with the same staff. For example, if the pre-survey is administered by an educator Tuesday in the evening, the same educator should administer the post-survey in the evening on a Tuesday (if possible).

IV. Materials Needed

For **in-person** administration of the paper survey:

- Surveys - **printed in color** (if possible), on white paper – with demographic half sheet attached
- Extra copy of the survey for your reference,
- Pencils - one per adult participant plus extras (if needed),
- ID code instructions – to support adult participants in creating their unique ID#, and
- Survey administration protocol.

For **online** administration:

- PDF copy of survey – for your easy reference during online survey administration,

- PowerPoint slides that include the:
 - Links to the PSSC pre-survey or post-survey in PEARS – to share with adult participants virtually, and
 - ID code instructions – to support adult participants in creating their unique ID#.

V. Unique ID Code

Adult participants will fill in their unique ID code (ID#) at the top of the first survey page using the appropriate table below. This will allow you (or for online surveys the State Office) to match adult participant's pre-survey with their corresponding post-survey.

Please make sure adult participants understand how to fill in their ID# and take time to answer any questions. Ensure that each paper survey has the ID# completed as you collect them. UCCE teams can review online survey data including the ID#s in PEARS for completeness.

PAPER SURVEY

ENGLISH

First letter of your FIRST name	First letter of your LAST name	Birth MONTH	Birth DAY
A-Z	A-Z	01-12	01-31
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ONLINE SURVEY

Create your own 6-digit ID# by entering the:

1. first letter of your **FIRST** name ("M" for **M**aria Rodriguez-Herrera),
2. first letter of your **LAST** name ("R" for **R**odriguez-Herrera),
3. 2-digit number for your birth **MONTH** ("01" for January), and
4. 2-digit number for your birth **DAY** ("03" for the 3rd day).

In this example, the 6-digit ID# is "MR0103".

MAKE SURE THE 6-DIGIT ID# YOU ENTER BEFORE THE PROGRAM MATCHES THE ONE YOU ENTER AFTER THE PROGRAM, SO WE CAN MATCH YOUR SURVEYS. *

VI. Before You Begin

- For **in-person** administration of the paper survey, UCCE staff can fill in the site and date on the surveys to reduce respondent burden. The survey is available in English, Spanish, and Chinese on the [Adult Evaluation Tools](#) webpage.
 - If you administer a paper survey in Chinese, please enter the survey data into the PSSC - ENGLISH online survey in PEARS.
 - You will also need to update the pre- and post-survey **Name** to reflect the correct language of the paper survey. See example for an PSSC pre-survey administered in **Chinese**. The survey **Name** (highlighted yellow) was updated:
 - from PSSC - ENGLISH
 - to **PSSC - CHINESE**.
 - This will allow the State Office to accurately code the languages the FBC survey is administered in when compiling summary results.

- For **online** administration, before you begin, make sure to create the direct education Program Activity in PEARS, attach the **PSSC** survey as both a pre-survey and post-survey, and generate the relevant online survey links to share with adult participants. If you anticipate a multilingual class, make sure to attach all relevant surveys (when available). The online PEARS survey is available for administration in English and Spanish.
 - Please ask participants to complete their pre- and post-surveys in the **same language** to ensure the survey ID#s can be matched in PEARS.
 - See the [Online Surveys Tip Sheet](#) for step-by-step instructions.
- Identify the best ID code instructions to use. Step-by-step ID code instructions for in-person and online survey administration are available on the [Adult Evaluation Tools](#) webpage.
- Maintain a neutral tone and confidentiality.
- Let participants know there are no “right” or “wrong” answers. We conduct the survey to collect information to help us improve our program and are grateful for their willingness to help us by completing the survey.

VII. Collect and Review Surveys

When collecting the paper surveys (and pencils, if needed) during **in-person** administration, take a few minutes to confirm that:

- the ID#s were completed and
- all survey questions were answered.

***Note:** Double check that all pages and questions were completed. Adult participants are especially likely to leave the questions blank on the last page. Also, if printed double-sided, make sure respondents completed the back side of each page.*

For **online** administration, UCCE teams can review online survey data in PEARS for completeness. A specific focus of review is to make sure that the pre and post survey ID#s are complete and match at pre and post. If not, you may be able to follow-up with adult participants to confirm the ID#s. If you are able to follow-up with adult participants and identify the missing ID#s, please send any updates that need to be made to **online** surveys in PEARS to Angie Keihner (akeihner@ucdavis.edu) at the State Office.

Lastly, please thank adult participants for completing the survey which helps us to improve our program.

VIII. PEARS Data Entry (paper surveys only)

For **in-person** administration of paper surveys, please wait to enter the PSSC data into PEARS until you have administered both the pre and post survey. Once data collection is complete, please match your pre and post surveys using the unique ID code and **only enter matched pre/post paper surveys** into PEARS. This reduces the staff time and effort required for data entry.